

COURT'S PUBLIC ACCESS NETWORK (CPAN)

Subscription Internet Access

Fairfax County Circuit Court - 4110 Chain Bridge Road, Fairfax, Virginia 22030

**FAIRFAX COUNTY CIRCUIT COURT
FAIRFAX, VIRGINIA**

Court's

Public

Access

Network

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INTRODUCTION

This package describes the information accessible through the Court's Public Access Network (CPAN). It also describes the hardware and software your organization will need and your responsibilities should you decide to participate.

If you wish to become a CPAN subscriber, complete the *Business Subscriber Agreement* and have all users listed on *Schedule C* complete the *Individual Application for Remote Access & the Individual Subscriber Agreement*. Upon receipt of your completed application and agreements, we will initiate the enrollment process. Original, notarized documents are required before the enrollment process can get started. The application and subscriber agreement must be completed in its entirety.

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If you have questions, you may call the Circuit Court Information Systems staff at (703) 246-2366 or send email inquiries to ccrhelp@fairfaxcounty.gov.

Thank you for your interest in CPAN.

INFORMATION AVAILABLE THROUGH CPAN

Circuit Court Civil/Criminal Case Information

Current CPAN information on pending and concluded Circuit Court Civil and Criminal cases is available from our FullCourt case management system (implemented on October 18, 2004). CPAN FullCourt includes limited historical case activity information with more complete historical case information still available on CPAN from our old mainframe-based case management systems.

- Cases can be accessed in CPAN FullCourt using a case number search or a party (plaintiff or defendant name) search.
- The CPAN FullCourt Case Number Search allows search by case number or case filing date range.
- Civil and Criminal case information from CPAN FullCourt includes the case number, date filed, status, plaintiff(s), defendant(s), case subtype, attorney(s), and a register of actions with the most recent activities shown first.
- In compliance with the Code of Virginia, Adoption cases and Juvenile Appeals cases are not available on CPAN.
- Information on Circuit Court Civil and Criminal case activity, including Civil and Criminal Service Information, prior to October 18, 2004, may be found in our old mainframe-based case management systems – Civil (implemented January 1979) and Criminal (implemented July 1979). *Data on these mainframe systems is no longer updated and is for historical purposes only.*

Real Estate Assessments

The ICare system consists of real estate information (land description, assessment information, improvement characteristics and ownership data) for all properties in Fairfax County. This information can be accessed by street address number, owner name, or tax map number. Real Estate Accounts Receivable information is also available.

Delinquent Real Estate Tax Information

The ICare system contains delinquent real estate tax records searchable by owner or street address. Information includes up to 20 years of delinquent real estate tax information (owner name, address, map reference number, property description, tax year, and tax due), and payment history information.

Plan & Agreement Monitoring System

LDSNet provides information on zoning applications and land development plans and their related documents. Searches can be performed for individual zoning applications and/or plans and studies, and construction plan submissions meeting up to any of 31 search criteria. Historical information prior to November 10, 2004 is located in the old mainframe system. Historical information is “read only” and for informational purposes.

INFORMATION AVAILABLE THROUGH CPAN (continued)

CARS (Courts Automated Retrieval System) includes the following:

Record Type	Index Data/Images	Date Range	Book #
Land Records	Document Images	1742 - Present	All
Land Records	Index Data	1980 - Present	5391 and up
Land Records	Index Book Images	1742 - 1979	A1 - 5390
Judgments	Document Images	1967-1984 & Sept 18, 2000 - Present	75 and up
Judgments	Index Data	1985 - Present	75 and up
Charters	Document Images	1934 – 1978	1 - 173
Charters	Document Images	1991 - Present	397 and up
Charters	Index Book Images	1934 - 1978	1 - 173
Charters	Index Data	1979 - Present	174 and up
Financing Statements	Document Images	Apr 2000 - Present	
Financing Statements	Index Data	1979 - Present	
Marriage License	Document Images	1853 - Present	All
Marriage License	Index Book Images	1853 - 1983	1 - 62
Marriage License	Index Data	1984 - Present	63 and up
Trade Names*	Document Images	1934 - Present	All
Trade Names	Index Book Images	1934 - 1978	1 - 38
Trade Names	Index Data	1979 - Present	39 and up
Notaries	Document Images	Apr 2000 - Present	
Notaries	Index Data	July 1980 - Present	
Probate (Wills)	Document Images	1742 - Present	All
Probate (Wills)	Index Book Images	1742 – 1978	A1 - 252
Probate (Wills)	Index Data	1979 - Present	253 and up
Bonds	Document Images	Nov 2004 - Present	320 and up
Bonds	Index Data	1979 - Present	154 and up

*Trade Names also known as Fictitious Names

MINIMUM PC CONFIGURATION REQUIRED

In order to participate in the Court's Public Access Network (CPAN), the subscriber organization must own an IBM-compatible personal computer (PC). At the minimum, the organization's PC configuration must include the following:

Hardware and Software

1. IBM-compatible PC - A Pentium class processor with a minimum of 64 MB of random access memory (RAM) is recommended.
2. Display monitor – 15-inch minimum. We recommend 17-inch to 21-inch SVGA monitor for ease in viewing land records images. Also, we recommend a display resolution of 1280 x 1024.
 - For users with occasional need to view Land Records instrument images or just the mainframe portion of CPAN, a 15-inch monitor should be acceptable.
 - For users with frequent need to view the images, a 17-inch monitor should be acceptable.
 - For users with a continual need to view images daily, a 21-inch monitor with 8 MB of video RAM should be your choice.
3. A high speed modem or broadband access is recommended
4. Should printing be desired, an IBM-compatible printer and printer cable
5. Windows 2000 (or better) with Internet Explorer 6.0 (or better). The Windows operating system includes Microsoft Internet Explorer.
6. Netscape and Mozilla Firefox are not supported internet browser applications.

Anything less than the above listed equipment will make participation in CPAN impossible. It is the subscriber organization's responsibility to obtain personal computer equipment that sufficiently matches the list above. It is also the subscriber's responsibility to determine that their PC components, especially printers, are directly supported by the respective operating system and communications software.

COMMUNICATIONS CONFIGURATION

Connection to CPAN will be done through Internet access.

Fairfax County will grant permission for the subscriber to access and connect to the following:

You will access CPAN at <https://www.fairfaxcounty.gov/cpan/index.cfm>

Image Viewing Software

Each customer will establish the appropriate dial-up or network connection to an Internet Service Provider using the communications capabilities of Microsoft Windows. Fairfax County will provide to each CPAN subscriber a link to download and install an image viewer (AlternaTIFF).

These files are Windows versions only and are available as downloadable files from the internet. On-line help is available for CPAN. An enrollment package containing assigned USERID and password will be e-mailed to new subscribers.

MISCELLANEOUS REQUIREMENTS AND INFORMATION

CUSTOMER SUPPORT

Fairfax County Circuit Court will provide limited customer support in the following areas:

1. Assistance in initial connection to the Web site. We will not assist you in connecting to your Internet Service Provider.
2. Questions regarding system availability.
3. Questions about adding additional users
4. Limited printing questions.
5. Revoked and/or locked out USERIDs.

SUMMARY OF REQUIREMENTS

The following is a summary of the responsibilities of the subscriber and the County.

Your responsibility:

1. To apply for access from the Circuit Court. *A separate account is required for each individual person accessing CPAN.*
2. Payment is due prior to initial account activation. For example, if you apply for access for 1 user in July, attach a payment of \$150.00. (\$50.00 per month for the quarter).
3. To purchase and/or upgrade all equipment necessary to sufficiently match the PC configuration listed on the Minimum PC Configuration Required page.
4. To acquire Internet Service and establish connection to the provider's home page.
5. If you are an existing subscriber and your company experiences a name change, you will be required to execute the ***Business Subscriber Agreement*** under the new company name. You also need to have your authorized users execute the ***Individual Subscriber Agreement*** AND the ***Individual Application for Remote Access*** under the new name of the company.

County's responsibility:

1. To provide USERID access code and password
2. To provide online CPAN user documentation, and an image viewer software via downloadable files.

NOTE: Before being granted access to CPAN, your organization and all individual users, must complete a Business Subscriber Agreement. For each person listed as an "Authorized User" on Schedule C of the Business Subscriber Agreement, an Individual Application for Remote Access AND an Individual Subscriber Agreement is required. Original notarized documents are required. Additional responsibilities will be listed therein.

DESCRIPTION OF CHARGES

The following sample provides a detailed explanation of the quarterly CPAN bill. A bill will be mailed to your organization quarterly. Fees are to be paid in advance and will not be pro-rated.

Sample Quarterly Bill			
Amounts shown on this sample bill reflect <i>three month's charges</i> for one user.			
PC Users	Remote Access Fee	a)	\$ 50.00
Total Charges for current quarter		b)	150.00
*** UNPAID FROM PREVIOUS BILL ***			0.00
c) PLEASE PAY			\$ 150.00

- a) Monthly charges: \$50 for each user.
 - b) This is the amount due for the billing quarter
 - c) This is the full amount due
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